



North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities
and Substance Abuse Services

325 North Salisbury Street • Raleigh, North Carolina 27603 • Courier #56-20-24

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Willie M. Section

ADMINISTRATIVE LETTER NO. 93-4

TO: Area Directors
Willie M. Coordinators

FROM: Marci White, Chief
Willie M. Section

DATE: May 1, 1993

RE: PLANNING FOR CLASS MEMBERS AGING OUT OF CLASS

The needs of **Willie M.** class members are complex, of long-standing duration, and require the intervention and support of numerous service providers over extended periods of time in order to maximize class members' potential for successful independent living. class members continue to require the types of supports and services provided through the **Willie M.** program into adulthood, as their handicapping conditions are most often chronic in nature.

It is clear that the amount of time needed to transition **Willie M.** class members into the Adult Services system is directly related to the complexity of the clients' conditions. In order to allow sufficient time to effect a smooth transition, a Transition Individual Habilitation Plan (IHP) is to be developed for each class member at the Habilitation Planning Team meeting closest to the class member's sixteenth birthday. The appropriate area program specialists, including Adult Mental Health/Developmental Disabilities/Substance Abuse specialists, should be involved in this process and be so noted on the signature page of the Transition Plan. The Transition Plan is to be a **NEWLY DEVELOPED PLAN**; it is not sufficient to add a need onto the current plan which addresses transitional services. Other members of the Habilitation Planning Team, including the Case Manager, should be represented and so noted.

As an aid in planning for the transition of class members out of the **Willie M.** program, some further clarification regarding guidelines is provided.

Willie M. class members “age out” of the Class on their eighteenth birthdays. A class member may continue to be provided services through the **Willie M.** program with State **Willie M.** funds for a period of time beyond his/her eighteenth birthday under certain circumstances, as part of a transitional period into Adult Services. In order for these services to continue, a number of conditions must be met. These are as follows:

- The class member must be receiving appropriate services on his/her 18th birthday, according to a final determination made by the Regional Service Manager and State **Willie M.** Office.
- In all cases where consideration is being given to fund continuing services beyond the 18th birthday, a written Request for Continuation of Services (see attached form) must be submitted to the Regional Service Manager, documenting the appropriateness of the client's current status and detailing the provisions of the transition to Adult Services. This request is to be submitted to the Regional Service Manager no later than 60 days prior to the client's 18th birthday. This is to allow sufficient time for review. A current Transition IHP or Transition Update must be forwarded with the request.
- The client must wish to continue receiving **Willie M.** services. As an adult, each class member is responsible for signing his/her own consent for treatment, unless a legal guardian has been appointed by the Court in situations where the client has been determined to be incompetent. Any consents for services, medication, release of information, etc., which had been signed by the parent or guardian are invalid as of the client's 18th birthday.
- **Willie M.** funds cannot be used to provide any new services beyond the date of the client's 18th birthday. Funding will only be provided to continue requested appropriate services as part of the transition into adulthood or adult services.
- The class member's status must continue to be appropriate. At any point in time beyond the 18th birthday, should a class member's needs change to the extent that new or different services are indicated, the client would no longer be eligible for funding continuation services, and **Willie M.** funding would cease.
- If the client runs away or at any time refuses services after his/her 18th birthday, services would be permanently terminated.

- Crisis stabilization in a hospital would not necessarily terminate services, if periodic hospitalization is known to be an appropriate part of the overall plan for the child.
- The continuation of services must be part of a transition process into services provided through the adult system. It is not sufficient for this transition to begin at the end of the extended eligibility period.

If all of the above conditions are met, funding for services for a class member can be continued for six months or until the end of the fiscal year, whichever is longer.

Should you have any questions regarding this matter, please contact your Regional Service Manager.

cc:

Director, Division of MH/DD/SAS

Executive Staff, Division of MH/DD/SAS

Willie M. Review Panel

Melinda Lawrence, Representative, Plaintiffs' Attorneys

REQUEST FOR CONTINUATION OF SERVICES FOR **WILLIE M.**
CLASS MEMBERS BEYOND 18TH BIRTHDAY

AREA PROGRAM _____ FORM COMPLETION DATE _____

WMID CODE _____ CERTIFICATION DATE _____

PERSON COMPLETING THIS FORM _____ POSITION _____

CURRENT CLIENT STATUS: _____ APPROPRIATE _____ INTERIM

EXPECTED STATUS ON 18TH BIRTHDAY: _____ APPROPRIATE _____ INTERIM

____ YES ____ NO DO THE GOALS AND STRATEGIES IN THE TRANSITION IHP SPECIFICALLY ADDRESS THE CLIENT'S NEEDS?

____ YES ____ NO DO THE GOALS AND STRATEGIES IN THE TRANSITION IHP CONTAIN TIME FRAMES FOR IMPLEMENTATION?

____ YES ____ NO ARE THE GOALS AND STRATEGIES IN THE TRANSITION IHP CONSISTENT WITH THE CLIENT'S NEEDS AS AN ADULT?

____ YES ____ NO ARE THE GOALS AND STRATEGIES IN THE TRANSITION IHP SUFFICIENT TO MEET THE CLIENT'S NEEDS AS AN ADULT?

____ YES ____ NO ARE THE RESPONSIBILITIES AND ACTIONS TO BE TAKEN BY ADULT MH/DD/SAS REPRESENTATIVES SPECIFICALLY OUTLINED WITH TIME FRAMES FOR IMPLEMENTATION IN THE TRANSITION IHP?

____ YES ____ NO ARE THE SERVICES CALLED FOR IN THE TRANSITION IHP BEING PROVIDED? IF NOT, EXPLAIN:

LIST SERVICES CURRENTLY IN PLACE FOR WHICH FUNDING WILL BE NEEDED AFTER THE CLIENT'S 18TH BIRTHDAY. ALSO LIST HOW LONG THESE SERVICES WILL REQUIRE FUNDING BY THE WILLIE M. PROGRAM:

JUSTIFICATION FOR CONTINUING SERVICES:

____ YES ____ NO DOES THE CLIENT WISH TO CONTINUE THESE SERVICES?

SIGNATURES REQUIRED:

CASE MANAGER _____ DATE _____

COORDINATOR _____ DATE _____

PROCESS FOR REQUESTING CONTINUATION OF SERVICES BEYOND 18 YEARS OLD

WILLIE M. AREA PROGRAM:

1. COMPLETES TRANSITION IHP AT SIXTEENTH BIRTHDAY.
2. COMMUNICATES WITH REGIONAL MANAGER REGARDING NEED FOR CONTINUATION FUNDS. IF NEGOTIATED.
3. COMPLETES PAGE 1 REQUEST FOR CONTINUATION OF SERVICES AT LEAST 60 DAYS BEFORE 18TH BIRTHDAY.
 - A. ATTACHES TRANSITION IHP
 - B. ATTACHES ANY SUPPORTING DOCUMENTATION WHICH MAY HELP THE STATE OFFICE STAFF DETERMINE THE CLIENT'S STATUS ON HIS/HER 18TH BIRTHDAY.
4. SENDS REQUEST AND SUPPORTING DOCUMENTATION TO REGIONAL SERVICE MANAGER AT LEAST 60 DAYS BEFORE CLIENT'S 18TH BIRTHDAY.

REGIONAL SERVICE MANAGER:

1. COMPLETES PAGE 2 REQUEST FOR CONTINUATION OF SERVICES.
2. IF SERVICE MANAGER CONCURS WITH REQUEST, MANAGER FORWARDS REQUEST PACKAGE.
3. IF SERVICE MANAGER DOES NOT CONCUR WITH REQUEST, THIS IS DOCUMENTED, AND THE REQUEST PACKAGE RETURNED TO AREA PROGRAM WITH RECOMMENDATIONS.

HEAD, REGIONAL MANAGEMENT BRANCH:

1. SENDS APPROVAL/DENIAL MEMO TO AREA PROGRAM.

____ YES ____ NO REGIONAL SERVICE MANAGER RECOMMENDS THAT CLIENT CONTINUE TO RECEIVE REQUESTED SERVICES BEYOND CLIENT'S 18TH BIRTHDAY. IF YES, STATE ANY RECOMMENDED LIMITATIONS OR SPECIAL CONSIDERATIONS. IF NO, STATE REASONS, RECOMMENDATIONS.

SIGNATURE _____ DATE _____
REGIONAL SERVICE MANAGER

____ APPROVED ____ NOT APPROVED COMMENTS:

SIGNATURE _____ DATE _____
HEAD, REGIONAL MANAGEMENT BRANCH